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OFFICE OF PERSONNEL - MONTHLY REPORT

March 1964

I HIGHLIGHTS

Home Leave Limitation On 30 March the Personnel Advisory Board recommended a 60-day limit, effective immediately, on the total amount of time allowed employees between assignments for the combined purposes of travel, consultation, and leave. This action anticipated the needs of most components to hold within reasonable limits the amount of time allowed between assignments, in order to avoid impairing the efficiency of the Agency, especially during summer months. Notices embodying the PAB's recommendation have been submitted for final policy approval.

UBLIC Insurance Program Nearly Doubles The expanded UBLIC insurance program that became available to employees 1 February has proved a smash hit. The new program: raises the limit on coverage from \$15,000 to \$30,000; reduces the premium rate from 61¢ to 50¢ per thousand; and provides free insurance for dependents on a sliding scale up to \$1,000 per person, depending on age. By 31 March, [REDACTED] UBLIC policy-holders had increased their insurance and [REDACTED] new applications had been received. These changes have pushed the amount of UBLIC life insurance in force from \$38 million to almost \$72 million. And applications still to be processed will very likely boost the total above the \$75 million mark, thus in two months time nearly doubling this long established program.

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25X9

II OTHER ACTIVITIES

1. RECRUITING

Recruitment Division Tightens Its Organization When the Personnel Recruitment Division was expanded in 1962, separate branches were established to manage the recruitment of professionals through one branch, and clerical and technical personnel through the other. On 13 March these separate elements were merged into a single Field Recruitment Branch. For the present, recruiters in [REDACTED] locations will continue to concentrate full-time on clerical recruiting. But in due course, all but one of these (covering Washington, D.C. and nearby states) will give way to professional recruiters who will then function as all-purpose members of the recruitment team. This development is expected to provide the most economical year-round application of field recruiters' talents, time, and travel; and it will permit still further tightening of the over-all size of the staff.

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Clerical Recruiting Resumed 154 clerical applicant cases suspended last November because of ceiling restrictions have been re-opened. It is too soon to know how many we will recover. About a third are clerk-stenos. At present, the "pool" has only 6 stenos all of whom are new EOD's still involved in the two-weeks orientation and indoctrination program. The "pool" has no cleared, fully processed stenographers awaiting assignment.

Special Briefing for DIA At the invitation of DIA, the Chief of our Recruitment Division gave a briefing 3 March to the Chief and three other top members of DIA's Personnel Office on CIA's recruitment and placement procedures. This followed a similar briefing by the Chief JOT/P on our JOT Program that DIA has also requested.

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25X1A Regional Recruiters Conference A brief conference with Midwest recruiters is set for 24-25 April [REDACTED]. Joining [REDACTED] field recruiters for the conference will be the Chief of JOT/P, Chief of the Field Recruitment Branch, and Chief of the Recruitment Division. 25X9

25X1A9a [REDACTED] to Address Faculty at M.I.T. In the context of the "100 Universities Program", [REDACTED] will address key faculty and administrative officials of M.I.T. on 13 May. Our [REDACTED] recruiter is making the Agency-sponsored dinner arrangements with the Vice President for Academic Administration and the Placement Officer at the Institute. The member of the [REDACTED] will be included in the guest list. 25X1A6a 25X1A

Recruiters to Attend Professional Conventions Plans have been completed for the Chief or another professional member of the A&E Staff, accompanied by at least one recruiter in each case, to attend six regional conventions of the American Psychological Association during April and May. This represents a concerted effort to crack the market for hard-to-find graduate psychologists (Ph.D.), a category that has so far resisted our best recruitment efforts.

The Chief and one other member of the Recruitment Division will attend the annual meeting in N.Y. of the American Society for Public Administration 15-18 April. Arrangements have been made for the U.S. Employment Service to provide at that meeting CIA job listings in Personnel, Budget and Fiscal, Administration, and Electronic Data Processing categories.

2. SALARY ADMINISTRATION

Revision of T/O's Near Completion Last December when the Agency's personnel ceiling was reduced and reallocated, components were instructed to revise their T/O's to conform to the new ceiling allotments. Except for some adjustments still to be made in the DCI's Office, this exercise should be completed by 1 May. The record to date in other components shows:

DD/S - All complete.
DD/S&T - T/O's and ceiling have been conformed, but some internal shifts are still envisioned.
DD/I - All complete except OCR and NPIC, both of which are near completion.
DD/P - All complete except NE, SAS, and DODS, all of which are in process.

3. BENEFITS AND SERVICES

Lenten Services Attendance at the religious services conducted in the Auditorium during the Lenten period totaled [REDACTED] for Protestants. 52 employees attended the Jewish Passover service held in the Auditorium during the same period. 25X9

Credit Union Drops Interest Rate on New Car Loans Overseas As part of an Agency effort to encourage employees to use their personal cars overseas, thus reducing requirements for official and QP vehicles, the Credit Union has approved a

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change in interest rates and procedures affecting new cars being shipped or purchased overseas. For some years the standard interest rate on new car loans has been $\frac{1}{2}\%$ per month on the unpaid balance if the car title is put up as collateral. However, employees going overseas (or already there) must have their titles available and heretofore, in order to get the title released, have had to convert existing car loans to co-maker loans (or make new ones) which carry an interest rate of $3\frac{1}{4}\%$ per month. Now, arrangements have been worked out for Chiefs of Stations to assume certain responsibilities with respect to cars on which credit union loans are made; so -- effective 1 May 1964 -- new car loans to employees overseas will carry the same low interest rate of $\frac{1}{2}\%$ per month that stateside employees enjoy.

Open Period for Hospital Insurance Because of recent changes improving the Federal Employees Health Benefits Law, an "open period" from now until 30 June has been declared to permit employees to change their health benefits registrations. During this period employees not already enrolled may do so, and single plans may be converted to family plans. Three changes in the law are of special interest: (a) the definition of a family member is expanded to raise the age limit on unmarried children from 19 to 21, and to include foster children; (b) married women with family insurance plans (but whose husbands are not dependents) will have their premiums reduced to the same rates as apply to other family plans; and (c) employees enrolled before 31 December 1964 can keep their plans after retirement (the old law extended this privilege only to employees who enrolled at their first opportunity and continued enrollments until retirement).

Casualty Benefits Program For some months efforts have been underway to develop a centrally managed, Agency-wide program of casualty benefits for personnel engaged in hazardous or sensitive undertakings. A proposal to establish such a program has now been staffed out and approved. It calls for: (a) review and approval by the Director of Personnel of all casualty plans (except those for contract agents) which propose death or disability benefits for personnel in hazardous or sensitive undertakings, and (b) sets up a standard schedule of death, disability, and insurance benefits for personnel who are not entitled to statutory benefits or eligible for Agency-sponsored insurance programs.

Further efforts are now in progress to work out with each Deputy Directorate the operating procedures needed to implement the new program. Also included will be mechanics for the Director of Personnel to authorize payments to be made by the insurance , and a central records system embracing all outstanding commitments regarding casualty benefits.

Cost Consciousness Two special actions were taken during March to promote "cost consciousness" among employees: (a) a Bulletin was distributed citing President Johnson's message commemorating the 10th Anniversary of the Federal Incentive Awards Act and encouraging recognition for employees who contribute to economy and increased productivity; and, (b) a poster carrying the legend "The Dollar You Save May Be Your Own" was placed on all Suggestion Awards bulletin boards.

25X1A6a Special Briefings

Special briefings for personnel at

25X1A6a were conducted during March by members of the Insurance Branch and the Benefits and Counseling Branch.

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III SPECIAL REPORT

This month's Special Report is the third in a series designed to give management a better basis for forward personnel planning by providing some long-range projections of personnel losses. The attached Report singles out, by Deputy Directorate, all staff employees who on 31 December 1963 were GS-12 or above, and also age 40 or above; it then predicts their losses from all causes, by 5 year intervals, over the next 15 years.